

PRESENT

Jim Howard	(Chairman)
David Osgood	SA
Tony Gill	Vic
Vern Hughes	Vic
John Booth	WA
Don Kinnersley	NSW
Ron Butler	NSW

APOLOGIES

Frank O'Connor

MINUTES OF PREVIOUS MEETING 19 APRIL 1997

Amendment of Minutes. Mr. Don Kinnersley asked that the wording be changed from "minutes of the previous meeting be endorsed" to "minutes of the meeting held on 23 October 1996 be endorsed".

Moved Tony Gill, seconded David Osgood that;

Following amendment to the Minutes as tabled, the minutes of the meeting held on 19 April 1997 be endorsed.

CARRIED

Mr. Kinnersley informed the meeting that the NSW State Conference is to be held on the 13th/14th November 1997.

BUSINESS ARISING FROM MINUTES

NEW COPY OF AMENDED/CORRECTED CONSTITUTION

Mr. John Booth to follow up with Mr. Frank O'Connor on the above issue.

FINANCIAL REPORTS

Mr. Howard informed the meeting that there has not been any transactions carried out and provided copies of bank statements to reflect that.

Moved John Booth, seconded Tony Gill,

That the financial report be accepted.

CARRIED

## BANK ACCOUNT SIGNATORIES

Mr. Howard circularised the forms needed for Bank Account Signatories whilst the meeting continued.

## CORRESPONDENCE

OUTWARDS:- RABO BANK and CORRS CHAMBERS Re: Sponsorship of National Conference

## GENERAL BUSINESS

### DRAFT PROCESS FOR ACTION WHERE APPROPRIATE


Mr. Howard outlined a need for a process whereby if we are going to get involved in promoting the image of Co-operatives and doing something about representing them, then somehow we need to gather the information on what is going in.

Each of the States have slim resources as does the Council. We need to define clearly the issues that are handled by the Co-operative Council. Mr. Howard stressed the need to get on with the job. We cannot keep operating in a vacuum we need to create an image of Co-operatives across Australia. There is a need for material and matters to be raised at a national level and the council has to be seen as being pro-active with genuine substance. The process was agreed to.

However, lengthy discussion followed on what is appropriate to progress as national issues for Co-operatives. Some points included:-

- Mr. Tony Gill expressed his opinion that state policies are dealt with within the State Co-operative Federation whereby the national issues could be dealt with by the National Council.
- Mr. John Booth put forward his opinion that on particular activities the State Federations may have to deal with matters on a state basis, although the national council may need to be informed to become a co-ordinator.
- Mr. Kinnersley asked the question, how do we divide the issue of State versus National? Mr. Kinnersley cited the case of the Wheat Board issue.
- Mr. Howard expressed his opinion we now have an ideal mechanism to deal with important national issues. He saw the need for each state to brief the national president and make it an ongoing process.

Mr. Howard, as National Chairman, expressed his opinion that he must be briefed on state issues as he cannot act on national issues that may have individual state perspectives without knowing what is going on outside his state. States should inform each other in order to prevent duplication and promote co-operation.



Mr. Howard again emphasised that we now have a briefing mechanism by which we can make informed comments, where it is a national comment that has to be made.

If we are to promote co-operatives it is in the interest of everybody to have an informed national view and a representative of that view.

- Mr. Osgood SA gave his view that the SA Co-operative Federation is a watching brief, and if a Co-operative has a problem then they come for assistance, and if it is the same in each state then faxes and telephone provide the ability for a quick response for national issues.
- Mr. ?? (unidentified on tape) agreed that such a briefing process would be good in responding to issues that arise, in addition to specify the issues that are most likely to be called upon to respond to and pre-empt the issue, to be more pro-active with newsworthy material available.

A critical issue is when an approach has been made for the National Chairman to speak from a national perspective, an approach has to be made back to the state and obtain feedback or to send a representative. A briefing must follow this mechanism by the appropriate contact.

- Mr. Howard reiterated the need for the National Co-operative Council to be seen as pro-active and responsive and undertook to be consultative in the process.

In conclusion, Mr. Howard summed the debate up as,

Where there is a mechanism or appropriate forum for representing Co-operatives (for getting something done or there would otherwise be no co-operative position or response) and; where matters have application across state borders, the Chairman speaks on a basis not always specifically relating to any state but having a theme or substance.

In other areas the Chairman may consult with each of the Federations for their brief to seek a national consensus position that is to be carried out in the national interest or, alternatively, may effectively give a "no comment" answer.

Where approached in regard to individual state issues, consultation must be undertaken with the respective state federation as to their wishes, and involvement will only occur should that state request assistance to highlight those issues.

Matters should be actively pursued in the best interest of Co-operatives. In some instances the Chairman will have to exercise judgement.

On those issues, briefings, and other matters brought to the Chairman's attention or matters requested by the National President, there is now a due process whereby individual co-operatives or federations can in fact promote good news or whatever matter at a national level.

It is important to have a national image in addition to a state image.

AGREED BY ALL PRESENT

The process for briefing in any circumstance is as per attached and should be ASAP (within 10 working days so that a response may occur) to ensure credibility and relevance. (This further clarifies previous minutes)

## INTEREST GROUPS

After further discussion, it was agreed that the following interest groups be assigned as

- IMAGE & INFORMATION Chris Greenwood, Vern Hughes, Merv Partridge, Tony Gill  
Plus anyone else that maybe suitable and available (Lee Cobb, J.Crane)
- BUSINESS & PROCESSING (TRADING) Kevin Prosser
- COMMUNITY & DEVELOPMENT (NON-DISTRIBUTION)  
Anthony Esposito and Jill Jordan
- LEGISLATION Jim Howard and all state representatives
- TAXATION Chris Connors, Jim Howard, John Booth
- MEMBERSHIP Don Kinnersley and Ron Butler
- COMPETITION POLICY Ron Butler and Tony Gill
- EDUCATION & PROFESSIONAL John Booth
- and the National Chairman will invite a person to be convenor and facilitator of discussion papers in response to issues that they monitor pursuant to that interest group and to provide input to him for distribution or his action as required. (Convenor underlined)

## LEGISLATION

Discussion centred on legislation

Points covered,

- \* Co-operative Principles
- \* Independent Director Ratios
- \* Trading and Non-trading Co-operatives
- \* Disclosure Statement
- \* Rights and liabilities of members



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**DRAFT**

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*They was consensus on some issues and each was to consider individually. Esposito and meet again to discuss a position*

*JA*

- \* Cancellation of membership of inactive members
- \* Selling of Shares at a premium
- \* Distribute Reserves on Winding Up
- \* Rebates
- \* Patronage during the deemed period
- \* Repurchase of Shares
- \* Voting Entitlements
- \* Disallowance by Registrar
- \* The Board election and composition process.

Tony Gill left the meeting for another appointment during the above discussion points. It was stated at the end that a further meeting was required to finalise priorities for a national request for changes.

#### SOURCES OF FINANCIAL GRANTS FOR PROJECTS

Mr. Howard queried the opportunity to obtain grants. He asked if there was a book available on all the federal grants available. To obtain monies for various future projects. Mr. Howard to follow up.

#### ANNUAL CONFERENCE

Mr. Howard told the meeting that the Annual Conference needs to cover its own expenses, so basically Queensland is now going to run the Annual Conference in lieu of its own because the National Conference will clash with the Queensland Co-operative Federation Conference.

Mr. Howard will need to lock in speakers and sponsors for the Annual Conference.

Date - to be decided on and advised. (Week before Easter)?

#### DARWIN TAXI CASE

Mr. Butler gave a short outline on the case and indicated no action was necessary.

#### SOURCES OF CAPITAL

Mr. Howard observed as you can create different classes of shares it means you can actually have your member class of shares with the minimum and maximum. You can create a preference share for members that can have a fixed rate of return (investor type share) with no voting rights.

Mr. Don Kinnersley at this stage left the meeting.

#### CO-OPERATIVE RESEARCH IN AUSTRALIA

It was agreed we would like to get it off the ground, however, no University will put in specialised co-operative centre until we get some regular education funding. We are unlikely to get regular funding until we improve the image of co-operatives.

Mr. Booth was concerned re co-operative education and the need to have someone who is regarded nationally and internationally.

Mr. Howard stressed again the importance of the image of co-operatives to their future.

#### NEXT MEETING

Suggested Dates and Venues for the next Board Meeting -

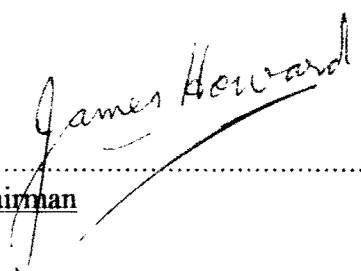
New South Wales 12th November before 13th and 14th November Conference or Adelaide.

Chairman to decide on basis of issues. Legislation requires further debate to refine agreed National Issues.

#### CLOSURE OF THE MEETING

The meeting closed at 5.00 p.m.

Confirmed,

  
.....  
Chairman

## PROMOTION OF CO-OPERATIVES

In the interest of promoting Co-operatives in general, the following guidelines are issued as a result of consultation between states so that we may be pro-active on National Issues.

- **PREPARE A BRIEF**

Individuals or groups may submit issues through their state federations or direct if significant and should be included in the following format.

- RECOMMENDATION (1st)
- OVERVIEW (2nd)
- BACKGROUND (3rd)
- SWOT ANALYSIS (Strengths, Weaknesses, Opportunities, Threats) (4th)

- **DRAFT LETTER** (<2 pages including heading signature)

and/or;

- **DRAFT PRESS RELEASE**

- Ensure that in the main they are **POSITIVE**

- WIN/WIN ISSUES NEWS, POLICY, LEGISLATION
- NO ISSUES OR REPRESENTATION THAT DIVIDE BETWEEN EXISTING CO-OPERATIVES
- NO ISSUES DIRECTLY SUBJECT TO INDUSTRY NEGOTIATION OR TO COURT ADJUDICATION
- PROMOTE, EDUCATE AND REWARD MEMBERS AND CO-OPERATIVES (MONETARILY OR OTHERWISE)

It is also essential to receive briefs on significant Co-operatives or Co-operatives with a difference that may represent a group or category of Co-operatives (e.g. Trading Stores) so that positive examples and representative references may be made to these organisations when identifying the good that is achieved by Co-operatives. These may also be released as good news profiles for say Sunday newspaper supplements. To this end it is desirable that some of the main issues may be sponsored by a larger co-operative body who can be a key player in obtaining funds.

Lastly, it is very important to Co-operative promotion to always emphasise that Australian Co-operatives employ Australians, pay taxes in Australia, spend money with other businesses in their local community and reward their members for their effort and participation. They are not just producing Australian made products they are the backbone of Australia.

